

www.lexingtonva.gov

Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

## APPLICATION FOR REZONING/PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT

### Applicant<sup>1</sup>

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Proposal Information<sup>2</sup> (attach list of properties if request includes multiple properties)

Address (or location description): \_\_\_\_\_

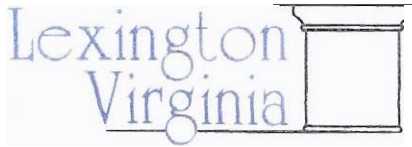
Tax Map: \_\_\_\_\_ Deed Book and Page #: \_\_\_\_\_

Acreage: \_\_\_\_\_ Current Zoning (attach any existing conditions or proffers: \_\_\_\_\_

Proposed Zoning (PUD if requesting PUD Overlay District)<sup>3</sup>: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.
3. For conditional rezoning (request that includes proffered conditions) or planned unit development requests, please see additional submittal requirements on page 3 of this application. If not specifically required in the zoning ordinance, submitting a sketch plan or other visual detail of your request is highly encouraged.



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## Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled public hearings.

## Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

## THIS SECTION TO BE COMPLETED BY STAFF ONLY

**Application Fee: \$300** Amount Paid: \_\_\_\_\_ Case Number: REZ- \_\_\_\_\_ - \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

### Staff Review

Planning: \_\_\_\_\_ Public Works: \_\_\_\_\_

Police: \_\_\_\_\_ Fire/Rescue: \_\_\_\_\_

### Public Hearings

#### Planning Commission

#### City Council

Legal Ad Dates: \_\_\_\_\_ Legal Ad Dates: \_\_\_\_\_

Adj. Property Notifications: \_\_\_\_\_ Adj. Property Notifications: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Action: \_\_\_\_\_ Action: \_\_\_\_\_

## Conditional Rezoning

Pursuant to § 420-13.B(5) of the City of Lexington Zoning Ordinance, an application for a rezoning that proposes proffered conditions to be applied to the property shall be accompanied by the following items beyond those required by conventional rezoning requests:

- a) A statement describing the nature of the proposed development and explaining the relationship of the development to the Comprehensive Plan.
- b) A statement setting forth a maximum number of dwelling units or lots proposed, including density and open space calculations where applicable to any residential development, or a statement describing the types of uses proposed and the approximate square footage for each nonresidential development.
- c) A statement detailing any special amenities that are proposed.
- d) A statement of the public improvements both on and off site that are proposed for dedication and/or construction and an estimate of the date for providing such improvements.
- e) A site plan listing and detailing the nature and location of any proffered conditions and those proposed circumstances which prompted the proffering of such conditions.
- f) A statement setting forth the proposed approximate development schedule.
- g) A signed statement by both the applicant and owner in the following form: "I hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission."

## Planned Unit Development Overlay District

Applications for a Planned Unit Development (PUD) Overlay District permit shall be submitted in accordance with Article XIX, Planned Unit Development of the City of Lexington Zoning Ordinance. Pursuant to § 420-185.A, applications for a PUD permit shall be submitted as follows:

1. Prior to the formal submission of a proposed plan of development, the applicant or representative should confer with the Planning Director or designee concerning the proposed plan of development.
2. Following this pre-application review, the developer may apply for a PUD permit. The contents of the formal application shall be those required under Article XXII, §§ 420-220 and 420-221, of the City of Lexington Zoning Ordinance.
3. Drafts of legal documents which provide for the maintenance of common open space, streets, utilities or other facilities shall be submitted to staff prior to Planning Commission review. Final documents shall be submitted and approved by the City prior to the issuance of any permit.